

CAS GUIDE



Collecting your Visa

If your Student visa application is successful you will be issued with a 90 day vignette in your passport which will enable you to enter the UK within that 90 day validity period only. In addition, you will receive a decision letter outlining the conditions of your immigration leave. Your Biometric Residence Permit (BRP) will need to be collected within 10 days of your arrival in the UK.

It is your responsibility to check the immigration decision letter that will be issued to you after you successfully receive your student visa from the UKVI. If this contains any errors, then you must report these to your Entry Clearance Officer before you travel to the UK. Please make sure you bring your immigration decision letter with you to the UK.

When making your Student visa application it's important that you request your Biometric Residence Permit (BRP) is sent to the University of Hertfordshire. To do this you need to state our Alternative Collection Location

(ACL) code (2HE462) on the BRP Collection page when making your visa application. Enter code 2HE462 in the "find" box, then click "confirm" to arrange your BRP to be delivered to the University of Hertfordshire at the following address: University of Hertfordshire, Student Centre, Hutton Hub, College Lane, Hatfield, AL10 9AB. You will then be sent an email once your BRP arrives at the University – this will contain details of where and how to collect it.

Failure to state our ACL code will result in your BRP being sent to a Post Office where you will need to make arrangement to collect it. If you are under 18 years old this will also mean that you will need a Home Office approved responsible adult to accompany you to collect your BRP. Collection from the Post Office will delay your registration at the University.

For further information about BRP's please see our website



The UKVI are planning to digitalise immigration status from 31st December 2024. This means that BRPs will only be issued up to 31 December 2024. BRPs will then be replaced with digital Student visas.

If you hold a Student visa BRP with an expiry date of 31 December 2024 and your course finishes after that date, you do not need to do anything, and your immigration status will not be affected. The Student Immigration Team will contact you closer to the time with information on next steps.

For confirmation of the dates of your immigration permission, please check the decision letter that you receive from UKVI.

By issuing you with a CAS, the University of Hertfordshire understands that you will familiarise yourself with the conditions of holding a Student visa, including your obligation to study at your sponsor institution (University of Hertfordshire), your working restrictions and that you will leave the United Kingdom once your visa expires unless you have obtained further valid leave. Please read the information carefully on visa conditions and how they may affect you and your study in the United Kingdom.

Already have a Student visa?

If you already have a Student visa because you have been studying with another UK institution please note that you must still apply for a new Student visa (using the CAS issued by the University of Hertfordshire) before you will be permitted to register with us.

Similarly, if you already hold a Student visa because you have been studying at the University of Hertfordshire and you intend to start a new programme of study, you must now apply for a new visa before you can register. This applies even if you have time left on your current Student visa, regardless of whether it is with the University of Hertfordshire or another institution. We must see evidence of your new application before we will permit you to complete registration. For further details please see the Home Office website.

Are you a PhD applicant?

If you have a Student visa sponsored by the University of Hertfordshire, there is a limit on how much visa sponsorship the University will provide.

If you are studying a PhD, you have been given a maximum of 4 years and 7 months visa sponsorship. You are expected to submit your PhD within 4 years. The additional 7 months is to be used for any

amendments and for your viva. Don't forget that you will also be granted an additional 4 months on your visa, as well as the 4 years 7 months sponsorship. The additional four months is to allow you to look for a job/prepare to leave the UK/switch to a different type of visa.

If you are studying Masters by Research, you have been given a maximum of 25 months visa sponsorship. You are expected to submit your Masters within 18 months. The additional 7 months is to be used for amendments, if this becomes necessary. Don't forget that you will also be granted an additional 4 months on your visa, as well as the 25 months sponsorship. The additional four months is to allow you to look for a job/prepare to leave the UK/switch to a different type of visa.

The University will not offer any further visa sponsorship except in exceptional circumstances, for example, serious medical illness/hospitalisation or any other serious circumstances which were beyond your control. Requests for further visa extension will be decided on an individual basis, and will not be automatically granted. Additional documentation will need to be provided to support any requests for visa extension.

Important information regarding your CAS

- A CAS may only be issued 6 months before the start date of a course
- A CAS expires 6 months from the date of issue and must be used before the expiry date
- A CAS can only be used once; any previous CAS which might have been issued by the University of Hertfordshire should not be used in your visa application as they are now invalid.
- You can use your CAS 6 months before the start date of your course – we advise that you start your visa application at this time. If you make a visa application earlier than 6 months before your course start date, your visa application will be refused.
- It is your responsibility to check your CAS as soon as you receive it. If you believe the CAS contains any errors or omissions please notify the University immediately by e-mailing; international@herts.ac.uk (for applicants) or; SITAdvice@herts.ac.uk (for continuing students). The University cannot accept responsibility for any errors or omissions in the CAS that it is not given sufficient opportunity to correct before you submit your visa application.
- Your CAS will be issued for the duration of your programme. If you need further time to complete, then a new CAS will only be issued in exceptional circumstances for example, serious medical illness/ hospitalisation or any other serious circumstances which were beyond your control.
- Requests for further visa extension will be decided on an individual basis, and will not be automatically granted. Additional documentation will need to be provided to support any requests for visa extension.





Immigration Health Charge

You will need to pay an Immigration Health Surcharge (IHS) as part of the Student visa application. You will be able to calculate the cost of the surcharge by visiting the Home Office website. The fee for the IHS is in addition to the fee for the Student Visa application. Failure to pay the IHS fee will result in your Student Visa being refused.

Tuberculosis Screening

Applicants who reside in [certain listed countries](#) will require a certificate to show that they are free from infectious pulmonary tuberculosis (TB). If your TB test is clear, you will be given a certificate to confirm this. The certificate will be valid for six months. If this applies to you, the certificate must be included with your visa application – failure to do so will result in your visa application being refused.

Important information about 'Evidence used to obtain offer'

These are the qualifications that have been used to assess your suitability to study on the course and the originals of these documents must accompany your visa application. Please note that if you only have a provisional certificate for any qualification and this is not stated below please inform us immediately so that we can amend this on the UKVI SMS system. Please note amendments cannot be made once you have submitted your application.

Further information

We strongly recommend that you visit the 'Before You Travel' section of the website as you will find valuable information that will help you settle in to the United Kingdom. The Overseas Orientation Programme will commence prior to the start of term in September, and it is highly recommended that you attend this. Further details of the programme, including our airport collection service, will be available on our website later in the summer. Our pre-arrival guide provides helpful advice and a range of useful links that will help you to prepare to come to study with us in the UK.

Accommodation

If you wish to make an application for university accommodation, please visit the accommodation page of the website; please note that you will need to make a deposit when applying for your accommodation. Please make sure you finalise your accommodation arrangements before you travel to the University. If you apply for University accommodation after the deadline for accommodation applications, you may not be allocated a room.

Registration

You will be emailed details on how to complete registration on the run up to term starting. Follow the step-by-step process within the registration portal when prompted.

If your visa is refused

If your visa is refused for any reason it is essential that you let the University know straight away by emailing international@herts.ac.uk. The refusal letter will advise you if you have the right of administrative review. There is a deadline to submit a request for administrative review so make sure you apply in-time. More details can be found on the [Home office website](#) or contact the Student Immigration team at SIAdvice@herts.ac.uk.

Important

Do not attempt to reapply for a new visa with the same CAS number. If you submit another application with the same CAS, that application will be refused. You can only use a CAS number once.

If you are unable to join us for the entry that you have applied for or been issued a CAS for you must inform the University immediately by emailing international@herts.ac.uk. We may be able to defer your admission to our next intake and issue you a new CAS for this. Please note a new CAS is always required if you join us in subsequent intakes – you may not use a previous CAS issued as the end dates on your visa will be incorrect.







herts.ac.uk/international



international@herts.ac.uk



+44 (0) 115 824 2657



fb.com/uniofhertsinternational



@uniofhertsintl



@uniofhertsintl